



**SAN BRUNO PARKS & RECREATION COMMISSION
MINUTES**

September 18, 2013

- A. Chair Palmer** called the regular scheduled meeting of the San Bruno Parks and Recreation Commission to order at 6:30 p.m.

Commissioner Davis led the Pledge of Allegiance.

- B. PRESENT AT MEETING** – Commissioners: Chair Palmer, Vice-Chair Davis, Davis, Greenberg, Marshall, Nigel, Pierce and Zamattia. Excused: Lara. Staff: Burns, Brewer and Mattias. Guests: Colleen Swall, Daniel De La Torre, Angela Zink and Lisa Zink.

- C. MINUTES: MSC Nigel/Davis to approve Minutes of June & August 2013 meetings.**

- D. PUBLIC COMMENT:** *This item was moved up on Agenda by Chairperson Davis.*

1. Angela Zink of 209 Santa Clara Avenue addressed Commission regarding neighboring tree removal, asking what Heritage Tree Permit Policy was and who makes ultimate decision of issued permits. Her concern was that there were so many beautiful trees in neighborhood which now have been removed and some have been replaced with small trees. Heritage Tree Policy was reviewed and staff will follow up with Ms. Zink.
2. Colleen Swall introduced herself and friend Daniel De La Torre. She is a San Jose State Student observing meeting for her class.

E. UNFINISHED BUSINESS:

1. Commission's Annual Report presentation to City Council Ad-hoc Committee met last week. A copy of the 2012 Annual Report and 2013-14 Work Plan was handed out for review. **Chair Palmer** asked commission to review and e-mail suggestions/changes to Superintendent Brewer.
2. Master Fee Schedule Draft was reviewed. **Chair Palmer** noted that the Ad-hoc Committee has met a couple of times reviewing the Master Fee Schedule. Three items of concern were and discussed:
 - Alcohol Permit Fee for Picnic Reservations:
 - **MSC Nigel/Davis recommended to raise Alcohol Permit fee \$5 this year and review at end of year. Commissioner Greenberg voted against and Commissioner Pierce abstained.**
 - Senior Center Facility Rental Fee:
 - Referred to the Senior Advisory Board for review and recommendation.
 - San Bruno Park School District proposed fees and charges:
 - School District fees will be brought back to Parks & Recreation Commission when more info comes from School District.

F. COMMUNICATIONS: None

G. NEW BUSINESS:

1. **Commissioner Davis** passed around two pictures and asked what could be done with the Pool and Recreation Center Landscaping. After much discussion, suggestions were:
 - Comprise a "Project List" for community groups
 - Include in "Clean Sweep" clean-up day
 - Seek Cultural & Arts Commission interest
 - Check into water tolerant plants

H. REPORTS:

1. Staff Reports:

Superintendent Brewer noted:

- San Bruno Recology will begin an Organic Composting Program in homes and indoor City Facilities by February 2014. City Departments will implement the Program in October and green waste will be picked up once a week. An E-mail will be sent out to each department with guidelines soon. The benefit will be that you will be able to get compost once a year for free.
- Arbor Day will be held on October 12th @ 10am. We will be re-foresting 7th Avenue Park.
- Interviews were held last week for the Community Services Director position. City Manager is now considering who will be asked back for second interviews.
 - ♦ **Commissioner Pierce** asked what status of Department was now. Superintendent Brewer is overseeing the Parks, Buildings & Facilities and Recreation Departments and John Alita is overseeing Library and Senior Center. An organizational chart will be E-mailed to Commissioners.
- City Clerk has advertised and is accepting applications for the Parks & Recreation Commission Youth Representative position.

2. Commissioner's Report:

- **Commissioner Greenberg** handed out Junior Giants handbooks. There was a tremendous turnout for the program, doors opened @ 12noon for registrations and line was already forming at 9am. Program was very successful, and thanked Recreation and Parks personnel for all their help!
- **Commissioner Greenberg** "loved" the front picture on the Community Services Activity Guide. Thanked staff for putting Sports Groups on a non-tear out page. Kudos to Jennie Tucker for a great job with Brochure!
- **Commissioner Pierce** noted that Soccer Fest was the first week of September, there are over 900 AYSO and 300 Lowen players. There was great support from San Bruno Chamber, San Bruno Patch and City Staff in making for a smooth opening. City Council and San Mateo Union High School Board of Directors assisted with the judging.
- **Commissioner Davis** has seen our numbers grow over the last four years and would like to have our services and programs compared with other cities.

I. AGENDA BUILDING:

- Tree Removal Process.

J. ADJOURNMENT: With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:03pm.

Respectfully Submitted,
Jackie Mattias
Executive Assistant